

**MACKRELL INTERNATIONAL: Americas Regional Meeting**

**5th – 7th October 2018 – The Westin Downtown, Cleveland, Ohio**

**Complete and return to the Mackrell HQ by email [mackrell.hq@mackrell.net](mailto:mackrell.hq@mackrell.net)**

|  |  |
| --- | --- |
| Firm Name:  Name of Delegate: |  |
| Email: |  |
| Preferred Name for Badge: |  |
| Special Diet Requirements: |  |
| Accompanying Person: |  |
| Preferred Name for Badge: |  |
| Special Diet Requirements: |  |

**HOTEL – Your reservation must be made directly with the hotel no later than 10th September 2018** (if rooms are still available at this time). **After this date the room availability and the rate cannot be guaranteed.**

Our preferred method is to book your accommodation using the online booking system:

[**Book your group rate accommodation online for the Roeztel & Andress Regional Meeting**](https://www.starwoodmeeting.com/Book/mackrellinternational)

Alternatively you may call Hotel Reservations: **+1 888 627 8085**

**Cancellation Policy**: Reservations can be cancelled with no penalty up to 48 hours in advance of the booking.Cancellations can be made online or by calling the hotel.  After this time, there is no refund.

# I confirm I have reserved my hotel accommodation and I attach copy of the form: Yes No

|  |  |
| --- | --- |
| Expected time and date of arrival: |  |
| Expected time and date of departure: |  |

# FEES – Payable by bank transfer no later than 10th September 2018

Note : It will be assumed that you and your accompanying person wish to be included in the full conference programme. No refund of fees can be given for late arrival, early departure or non-appearance, unless the organisers are informed in writing before 10th September 2018

**Delegate fee**:**$680.00**

**Accompanying Person fee**: **$625.00**

Fees must be transferred immediately to the account detailed below. To ensure that your payment is tracked and allocated correctly, it is essential that all relevant information is included when you arrange the transfer. You should also ensure that you pay all bank charges, so that the total due is credited to the account.

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| **Beneficiary name:** | Roetzel & Andress |
| **Beneficiary address:** | 222 South Main Street, Akron OH 44308 |
| **Beneficiary bank:** | Chase Bank |
| **Beneficiary bank address:** | 50 South Main Street, Akron, OH 44308 |
| **Account Number:** | 872113898 |
| **Routing Number:** | 021000021 |
| **Swift Code:** | CHASUS33 |
| **Reference:** | Identify delegate name |